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**To:** Victor Ketellapper  
**From:** Steven Paris  
**Date:** October 19, 2004  
**Subject:** SEPTEMBER 2004 MONTHLY STATUS REPORT

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### **Task 1 – Scoping Meeting**

#### ***Task Accomplishments***

- There were no activities on this task during the reporting period.

#### ***Task Forecast***

- No work is anticipated under this task in the future.

#### ***Issues***

- No issues were identified during the meeting.

### **Task 2 – Monthly Reports**

#### ***Task Accomplishments***

- The subject report was prepared.

#### ***Task Forecast***

- Monthly progress reports will be prepared until completion of the project.

#### ***Issues***

- No issues have been identified in preparation of the Monthly Progress Reports.

### **Task 3 – Fact Sheets**

#### ***Task Accomplishments***

- There were no activities on this task during the reporting period.

#### ***Task Forecast***

- Fact sheet translation and mass mailing are not anticipated in the near future.



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### **Issues**

- There are no remaining issues on this task.

### **Task 4 – Newspaper Advertising**

#### **Task Accomplishments**

- There were no activities on this task during the reporting period.

#### **Task Forecast**

- There are no activities anticipated on this task in the near future.

### **Issues**

- Not applicable.

### **Task 5 – Stakeholder Action Plan**

#### **Task Accomplishments**

- Transmitted questionnaire surveys to all community stakeholders as decided up to this point in time by the EPA Program Manager.
- Obtained and processed some completed questionnaire surveys, conducted interviews, and revised 'VB-I70 Stakeholder Management Spreadsheet' (attached)
- Prepared for and conducted interviews with community stakeholders as appropriate and able.
- Developed post-interview notes.
- Made follow-up contacts using email and telephone to obtain the above.
- Responded to comments and inquiries of community stakeholders as appropriate.
- Created new documents containing email correspondence and imported these into NVivo as appropriate
- Status of data development:
  - Done!!! Completed questionnaire survey and interview: 8
  - Done, but – individual responded but did not complete the questionnaire survey (i.e., Community Relations, Region VIII EPA): 1
  - Done, but – individual did questionnaire survey, but declines to do interview: 1
  - Completed questionnaire survey, need to do interview: 3
  - Waiting for completed questionnaire: 2
  - EPA Site Program Manager decided not to pursue these now: 5
- Analysis:
  - Set up initial first order nodes in NVivo software.
  - Saved completed questionnaire surveys and interview notes as rtf files and imported into NVivo software.



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- Created methodology, research, and analysis journal documents.
  - Coded completed questionnaire survey and interview notes documents.
- Continued consulting with Victor Ketellapper, EPA VB-I70 Program Manager regarding issues that have arisen regarding some community stakeholders unwillingness to participate in the study until certain issues are resolved. (see below)

### ***Task Forecast***

- Contact community stakeholders to obtain completed questionnaire survey and set an appointment for the in-depth interview.
- Prepare for and conduct the interview with community stakeholders and develop post-interview notes.
- Import questionnaire survey responses and interview notes into NVivo software and continue coding and analysis.
- Attempt to conduct further discussions with EPA VB-I70 Program Manager regarding participation of Region VIII EPA Community Relations Program, Denver Environmental Health Department concerns, obtaining participation from additional community stakeholders, and the character of final products.

### ***Issues***

- Obtaining completed questionnaire surveys and arranging to conduct interviews has required more effort and duration than budgeted and scheduled in the proposal, and continues to be problematic, although progress is being made. We anticipate that a corresponding modification of budget and schedule may be required.
- Harry Ford, Groundwork Denver, has completed the questionnaire survey but thus far has declined to participate in an interview. He has asked for additional explanations of EPA's purpose and "real" agenda in conducting the study. I have provided him with multiple written and verbal explanations, and I have consulted with Karen Kellen, EPA-EJ who has worked with Ford and thought he should be involved. Kellen recommended that we NOT pursue Ford for now, suggesting that he is angry with EPA. The EPA Program Manager concurred with this recommendation. Effort exceeding that budgeted in the proposal has been invested in trying to obtain Ford's participation. At present, we are hoping to obtain representation of Groundwork Denver from Fernando Penada.
- Beverly Lamumba has not responded to multiple emails and telephone calls and has not completed a questionnaire survey.
- Sandy Douglas did return a survey but neglected to answer two key questions. She has not responded to multiple emails or VMS messages asking her if this was an omission or intentional, and also to schedule the in-depth interview.



- Anthony Thomas did not complete the questionnaire survey per se, but sent an email that said his answer was 'No' to all the questions and that he had but one concern, which was for EPA to get help for the elderly who needed it to obtain their landscaping materials. I'm speculating that the Thomas case will be resolved by completing the interview, i.e., a follow-up telephone conversation.

## **Task 6 – Revision of the Community Relations Plan**

### **Task Accomplishments**

- There were no activities on this task during the reporting period.

### **Task Forecast**

- In October, the CIP electronic file provided by EPA will be corrected so that it matches the hardcopy of the February CIP.

### **Issues**

- The updating of the CIP electronic file to match the hardcopy of the February CIP is out of scope. Victor verbally agreed to this finding.

## **Project Costs**

EPA VB/I70 Ph 2 WE 8/01/04		Budget	Total Costs
	EPA VB/I70 Ph 2		
	Task 1 Mtg	\$1,130	\$209
	Task 2 Monthly Rpts	\$2,194	\$523
	Task 3 Fact Sheets	\$17,476	\$984
	Task 4 Advertising	\$8,048	
	Task 5 Stake Act Pin	\$28,577	\$18,773
	Task 6 Rev CRA	\$7,499	\$482
	Total EPA VB/I70 Ph 2	\$64,923	\$20,972